

COUNTY OF LOS ANGELES

MARVIN J. SOUTHARD, D.S.W.
Director

ROBIN KAY, Ph.D.
Chief Deputy Director

RODERICK SHANER, M.D.
Medical Director



BOARD OF SUPERVISORS

GLORIA MOLINA
MARK RIDLEY-THOMAS
ZEV YAROSLAVSKY
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MICHAEL D. ANTONOVICH

DEPARTMENT OF MENTAL HEALTH

<http://dmh.lacounty.gov>

550 SOUTH VERMONT AVENUE, LOS ANGELES, CALIFORNIA 90020

Reply To: (213) 738-4601
Fax: (213) 386-1297

February 9, 2012

TO: Each Supervisor

FROM: Marvin J. Southard, D.S.W.
Director

A handwritten signature in black ink, appearing to be "MJS", is written over the "FROM:" line.

SUBJECT: **GRANT MANAGEMENT STATEMENT FOR 2008 DISASTER
RECOVERY INITIATIVE-COMMUNITY DEVELOPMENT BLOCK
GRANT AWARD FOR THE DEVELOPMENT OF CONTINUITY
PLANNING DOCUMENTS FOR FISCAL YEARS 2011-12 THROUGH
2013-14**

This notification is to inform your Board that the Department of Mental Health (DMH) will exercise the delegated authority granted in the Board letter dated September 6, 2011 to accept grant funding from the 2008 Disaster Recovery Initiative Allocation under the State Community Development Block Grant Program for the provision of developing continuity planning documents for DMH.

Enclosed is the Grant Management Statement for the 2008 Disaster Recovery Initiative to fund and develop DMH's Continuity Planning Documents for Fiscal Years 2011-12 through 2013-14, not to exceed December 31, 2014, for the total grant funding amount of \$250,000. There is no County match requirement.

If you have any questions regarding this award notification, please contact me or your staff may contact Joseph Simoneschi, Chief, Administrative Support Bureau, at (213) 738-4639.

MJS:MM:MA

Enclosures

c: Executive Officer, Board of Supervisors
Chief Executive Officer
County Counsel
Chairperson, Mental Health Commission
Robin Kay, Ph.D.

Margo Morales
Kimberly Nall
Richard Kushi
Joseph Simoneschi
Leticia Torres-Ibarra

Los Angeles County Chief Executive Office

Grant Management Statement for Grants \$100,000 or More

Department: Mental Health

Grant Project Title and Description: DMH Continuity Planning

Develop continuity documents to include completion of the Business Impact Analysis and a comprehensive Continuity Plan which will detail the processes necessary to resume or maintain delivery of essential services during and after a major disaster event.

Funding Agency	Program (Fed. Grant #/State Bill or Code #)	Grant Acceptance Deadline
Community Development Block Grant	2008 Disaster Recovery Initiative	Board notification of Grant acceptance. Deadline not applicable.

Total Amount of Grant Funding: \$250,000		County Match: N/A
Grant Period: Fiscal Year 2011-2014	Begin Date: Jan 2011	End Date: Dec 31, 2014
Number of Personnel Hired Under This Grant: See "Other Requirements..." below	Full Time:	Part Time:

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant-funded program?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Will all personnel hired for this program be placed on temporary ("N") items?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the County obligated to continue this program after the grant expires?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If the County is not obligated to continue this program after the grant expires, the Department will:		
a.) Absorb the program cost without reducing other services	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b.) Identify other revenue sources (describe below)		
The Department will explore all sources of potential or new funding if there are no existing funds available.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Impact of additional personnel on existing space:

No impact.

Other requirements not mentioned above: Project will be completed with contract services and all services will terminate when project deliverables received and accepted. Continuity Program will revert to prior DMH Business Continuity staff.

Department Head Signature: _____

Date: 1.25.12

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Reply To: (213) 738-4601
Fax: (213) 386-1297

September 06, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#25 SEPTEMBER 6, 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

**ADOPT RESOLUTION TO APPLY FOR GRANT FUNDING FROM THE STATE OF CALIFORNIA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FISCAL YEAR 2011-12
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request adoption of a resolution enabling the Department of Mental Health to apply for grant funding from the State of California Community Development Block Grant Program, for further development of documents that will detail how to resume or maintain delivery of essential services during and after a major disaster event.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Adopt the attached resolution (Attachment I) approving the Department of Mental Health's submittal of an application for funding and the execution of a grant agreement and any amendments thereto from the 2008 Disaster Recovery Initiative (DRI) Allocation of the State Community Development Block Grant (CDBG) Program and instruct the Executive Officer, Board of Supervisors, to certify and sign two copies of the Resolution.
2. Authorize the Director of Mental Health, or his designee, to file an application, substantially similar to Attachment II, for grant funding from the 2008 DRI Allocation of the State CDBG Program, established through the Federal Emergency Management Agency, in an amount up to \$250,000, for further development of the Department of Mental Health (DMH) Continuity of Operations planning documents.

3. Delegate authority to the Director of Mental Health, or his designee, to accept grant funding awarded from the 2008 DRI Allocation of the State CDBG Program and to execute any grant agreements required by the 2008 DRI Allocation of the State CDBG Program, and authorize the Director of Mental Health, or his designee, to act as the lead agent for the County when conducting business with the involved government entities on all matters related to this grant subject to the review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).

4. Delegate authority to the Director of Mental Health, or his designee, to execute amendments to the original grant agreement provided that any such amendments: 1) provide for additional grant funding in an amount not to exceed an increased of ten (10) percent of the original grant award; 2) improve efficiencies and/or add clarity; 3) are consistent with the related funding agreement and the scope of the funded project; 4) approval of County Counsel, or designee, is obtained prior to any such amendment; and 5) the Director notifies your Board and CEO of amendments in writing within 30 days after the execution of each amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

DMH has completed an Interim Continuity of Operations (COOP) Guide in compliance with the County's Business Continuity Planning (BCP) Program and Executive Order S-04-06 issued by the Governor of the State of California, and approval of the recommended actions will enable DMH to apply for and accept grant funding that will be utilized to fully formulate its COOP Plan.

Using this grant funding, DMH will further identify and analyze essential operations at DMH directly operated clinics, administrative offices, and co-located sites through the development of the Business Impact Analysis documents. These documents will provide the necessary statistical data to transition DMH from the Interim COOP Guide to the fully formulated COOP Plan, which will detail the processes necessary to resume or maintain delivery of essential services during and after a major disaster event.

DMH anticipates that the noted grant funding will greatly assist in decreasing the current projected completion timeline for the COOP Plan from five years to two years. More importantly, this grant funding will allow for planning activities that will guide continuation and long-term recovery efforts of DMH's essential units experiencing a stoppage in work that is expected to last or has exceeded 12 hours due to a major disaster.

If awarded for this grant, DMH will return to your Board to seek approval of the subsequent consultant contract for delivery of services funded by this grant and to process a Budget Adjustment to include the funds in the department's budget.

Implementation of Strategic Plan Goals

The recommended Board actions support the County's Strategic Plan Goal 1: Operational Effectiveness; Goal 4: Health and Mental Health; and Goal 5: Public Safety.

FISCAL IMPACT/FINANCING

Grant funding of up to \$250,000 from the State of California CDBG Program will be used to fund

contract services for the development of the COOP Plan which will include the development of the Business Impact Analysis. Two percent or \$5,000 of the grant funds are allowed for general administrative costs. The remaining \$245,000 will be used to fund contract services. The grant funds are limited to a 24-month period. There is no local match requirement.

There is no net County cost associated with these actions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Projects eligible for this grant are required to develop and adopt forward thinking recovery strategies and activities. The DMH COOP Plan meets this requirement. The enclosed Resolution has been reviewed and approved as to form by County Counsel.

As administrator of the Federal funding provided through the provisions of the Presidentially Declared 2008 California Wildfire Disasters, the CDBG Program has provided specific guidelines that must be met as a part of the application process, such as citizen participation through public meetings, and approval of a resolution for submittal of the grant application. The department will adhere to the grant guidelines and will conduct public hearings for community input during the design phase as well as the application preparation/submission phase. A public hearing was held on August 10, 2011 and approval of this Board letter serves as a public hearing.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Current programs and services will not be impacted by the development of the COOP Plan and Business Impact Analysis. The Plan will provide processes necessary to resume or maintain delivery of essential services during and after a major disaster event.

CONCLUSION

Please return two executed originals of the Resolution to the Department of Mental Health, Contracts Administration and Development Division.

The Honorable Board of Supervisors

9/6/2011

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Respectfully submitted,

A handwritten signature in black ink, reading "Mg Southard". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

MARVIN J. SOUTHARD, D.S.W.

Director of Mental Health

MJS:MM:MA

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Chairperson, Mental Health Commission

**A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND
THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS
THERE TO FROM THE 2008 DRI ALLOCATION OF THE STATE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

BE IT RESOLVED by the County Board of Supervisors of the County of Los Angeles as follows:

SECTION 1:

The County has reviewed and hereby approves an application for up to \$250,000 for the following activities:

General Program Administration (up to)	\$5,000.00
Planning Activities (Business Continuity) (up to)	\$245,000.00

SECTION 2:

The County has determined that federal Citizen Participation requirements were met during the development of this application.

SECTION 3:

The Director of the Department of Mental Health is hereby authorized and directed to sign this application and act on the County's behalf in all matters pertaining to this application.

SECTION 4:

If the application is approved, the Director of the Department of Mental Health is authorized to enter into and sign the grant agreement and any subsequent amendments with the State of California for the purposes of this grant.

SECTION 5:

If the application is approved, the Director of the Department of Mental Health or his designee is authorized to sign Funds Requests and other required reporting forms.

The foregoing Resolution was on the 6th day of September, 2011, adopted by the Board of Supervisors of the County of Los Angeles and ex-officio the governing body of all other special assessment and taxing districts, agencies and authorities for which said Board so acts.

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